Special Events Coverage for Third Party Events
Held at the: University of Dayton, 300 College Park, Dayton, Ohio

Any third party wanting to use the University of Dayton facilities must carry liability insurance. The University of Dayton recommends using the TULIP to third parties who have no liability insurance. The TULIP is a Tenants' and Users' Liability Insurance Policy that provides special event liability coverage. It is designed for third party users who do not carry liability insurance and is offered at a low cost. It protects both the institution user (the third party) and the institution against claims by third parties who may be injured or experience damage to property as a result of participating in an event. For all events, the University of Dayton should be named as Additional Insured.

Instructions to access TULIP:

If you have any questions while completing this process, please contact:

University of Dayton
Facilities Management
Environmental Health & Safety/Risk Management (EH&S/RM)
937 229 4503 (p) / 937 229 4395 (f)

-or-

Arthur J Gallagher Risk Management Services, Inc.
Anita Bruner, Account Representative
303 889 2574 (p) / 303 889 2575 (f)

1. Access the website for TULIP at: https://tulip.ajgrms.com/. Then select the tab: Get A Quote for your event which is located on the left side at the top. Disregard Invitation Code.
2. You will then be taken to the **Select the Location of Your Event** screen. Select the arrow on the right and then scroll down and select **Ohio**. Disregard the section **Or Search for your location by code**.

3. Next, a new selection box will appear which asks you to **Select the Location** screen. Using the arrow on the right, scroll down and select **University of Dayton**. Then, select the **Next** button located at the bottom of the page.
4. You will then be taken to the screen below which displays the location of your event, which you selected in No. 3. If you need to change the location, you can make the change here. Select **Change Selected Location** listed underneath the location. If no change is needed, select **Next**.

5. You will then be taken to the **Select Dates for Your Event** screen. Use the calendar provided, click on your event date(s). After you select the date(s), the date(s) will appear on the right side of the calendar, under **Selected Dates**. Review the date(s) to make sure that they are correct. Next, **Enter the Average Daily Attendance** for the event, which is listed below the calendar. Follow the instructions provided. When completed, select **Next**.
6. You will then be taken to the **Select Your Event Type** screen. Using the arrow on the right, scroll down the list and select your event type. Then, select **Next**.

7. You will then be taken to the **Select Additional Coverage Options for your Event** screen. Make your selections and then select **Next**.
8. You will then be taken to the **Coverage and Premium Summary** screen. This screen lists the coverage you will be purchasing. Using the scroll bar on the side of the **Coverage and Premium Summary** window, move down to see the complete list of the insurance coverage, the limit amounts you will be purchasing and the total premium and fees. When your review is complete, select **Next**.

9. You will then be taken to the **Purchase Coverage** screen. Please complete. Review the information to make sure that is correct. Then select **Submit**.
10. You will then be taken to the **Payment Method** screen. Choose a payment method.

11. Then the **Payment Method** screen will expand to include the **Payment Details**. This is a secured screen. It will prompt you to provide your credit card number or the routing number for your online check. Follow the directions to complete.